

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Executive Secretary - Administration

Revision Date: 07/2018
EEO Category: Admin Support
Status: Non-Exempt
Control No: 30204

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Mayor and City Administrator, performs a wide variety of secretarial services and administrative detail associated with the office including responding directly to the public in the name of the Mayor and City Administrator.

III. Essential Duties:

1. Represents the Administration Office in dealing with the public and staff regarding City related matters.
2. Coordinate with the Economic Development Assistant and/or Management Analyst to ensure complete coverage for telephone calls and the walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business. (Coverage includes lunches, sick and vacation leave, and intermittent daily absences.)
3. Responsible for all front office support services, including, phones, faxes/scans, mail, requested correspondence, and related general office duties.
4. Handling of specifically assigned tasks or activities, including projects, reports, research, presentations, etc.
5. Schedules and coordinates meetings, appointments, and calendars for City leadership, i.e., Mayor, CAO, Deputy Mayor and Assistant CAO's, with city staff, other governmental officials, citizens, and other groups.
6. Arranges for travel (registration, hotel, flights, rental car, etc.) and sets up travel requests and reconciles related expenses with the City's accounting system.
7. Manages and completes payroll for the department.
8. Compiles and distributes weekly departmental updates from various city departments.
9. Serves as department buyer:
 - a) Responsible for processing all requisitions, credit card reconciliations, check requests for approval by the appropriate department manager.
 - b) Proficiency required in the City's purchasing system.
 - c) Maintains a knowledge of department's budget and helps ensure proper spending.
 - d) Acts in compliance with the City's purchasing ordinance.
10. Maintains orderly and documented flow of paper work, legal documents, and signature items for Administration
11. Responsible for the Mayor's conference room.
 - a) Organized, orderly and well supplied.
 - b) Oversees scheduling.
 - c) Familiarity with the audio/visual technology and maintains equipment in working order.
12. Administers the Mayor's customer service recognition program (Bradburn Bucks).
 - a) Maintains an adequate inventory of appropriate incentive awards.
 - b) Maintains an accounting of the awards distributed.

IV. Marginal Duties:

- Occasional need to drive.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires one year of secretarial or business training.

Experience: Requires two-four years prior experience in job-related secretarial or business-related activities with demonstrated competence; may substitute additional experience for education.

Certifications/Licenses: Valid Utah Driver's License is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; data entry and word processing; effective filing procedures.

Responsibility for: Important City records dealing with confidential matters; the exercise of discretion and judgment; great responsibility for the care, condition and use of materials; putting hostile and upset people at ease and directing them to the proper person who can assist them; positively representing the Mayor, CAO and the City.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, requiring tact and judgment to avoid friction; regular and frequent outside contact with the public and persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Type 50 wpm; requires regular use of a computer, printer, fax, adding machine, copier, scanner and telephone system. Good working knowledge of Microsoft Office (Word, Excel, and Power Point). Able to use automated accounting, payroll, and purchasing systems.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT APPROVED BY: _____ DATE: _____